

UNITED STATES DEPARTMENT OF AGRICULTURE

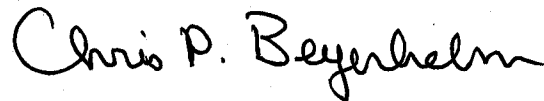
Farm Service Agency
Washington, DC 20250

Notice FLP-422

For: State Offices

State Directives Management System (SDMS)

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Introduction

1-AS, paragraph 220 requires that State Offices submit all FLP directives to the National Office for prior or post approval. Approval is required to ensure that State directives do **not**:

- conflict with National Office directives and policies
- impose information collections on the public that have **not** been approved by OMB as mandated by the Paperwork Reduction Act.

SDMS is a web-based Intranet application that is used to obtain the appropriate prior or post approvals for all State Office FLP directives according to 1-AS, paragraph 220.

B Purpose

This notice provides:

- for the continued use of SDMS
- guidance on:
 - clearing FLP directives
 - accessing and using SDMS.

C Contact

Direct questions to Gail Wargo, PDEED, at 202-690-4003.

Disposal Date

April 1, 2007

4-19-06

Distribution

State Offices

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2 Clearance Requirements for FLP Directives

A 1-AS Policy

1-AS, paragraph 220 will be revised in the future. State Offices shall follow the requirements of this notice until 1-AS has been amended.

B Prior Approval

State directives will be submitted for prior approval only if the:

- National directive that requires issuance of the State directive states that prior approval is required
- State directive imposes information collections on 10 or more persons.

Note: Information collections include:

- required completion of or signature on a form
- submission of written materials or copies of documents
- recordkeeping requirements.

C Post Approval

Any State directive that does not require prior approval shall be submitted for post approval.

3 Using SDMS

A User Responsibilities

Following is a list of State users and their responsibilities in SDMS.

User	Responsibility
System Administrator	Submit/view directives and give access to other State users for their State.
General	Submit/view directives for their State.
Subscriber	View read-only directives for their State.

3 Using SDMS (Continued)

B General System Procedure

System Administrators and general users shall:

- ensure that all FLP directives have SED approval before submission in SDMS
- use SDMS as the State's official FLP directives clearance system
- attach only 1 directive for each online FSA-415 submission.

Notes: Up to 4 additional forms or other related attachments may be submitted with each directive.

If the directive establishes the use of a State form, a copy of the form shall be included as one of the attachments.

C Accessing SDMS

SDMS can be accessed by all users from the FLP link on the FSA Intranet homepage at <http://intranet.fsa.usda.gov/fsa/> according to the following.

Step	Action
1	Open the FSA Intranet homepage. Click "FSA Applications" under "Links" on the left side of the FSA Intranet homepage.
2	After the FSA Application page has opened, click "Farm Loan Program Systems".
3	When the "FLP Systems Home" page is displayed, click the "SDMS" link on the far left of the page.
4	Log into SDMS using the user name and password.

Notes: The National Office provides ID's and passwords to the State System Administrator. The system-generated password should be copied and pasted into the "password" text box on the SDMS login page. Once the system is open, a new password can be input through the "profiles" menu on the tool bar.

The State System Administrator will provide ID's and passwords to other State users.